

LIBRARIAN III

DEFINITION

To provide direct support in the management and supervision of a library section/division or to manage a small library/museum facility with limited hours and staffing to lead and participate in a variety of professional librarian work in the City library system including, local history, reference services, youth services, circulation, materials selection and purchasing, budgets, public services, cataloging, and information technology; to supervise, train and evaluate professional and paraprofessional staff; to and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey or lead level class within the Librarian series. Incumbents are involved in more complex library services and tasks requiring a more thorough knowledge of Library practices and standards. Employees at this level are typically responsible for a section/division or a small library/museum facility. They may also be responsible for a system-wide function.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.; provides technical and/or functional supervision to assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assists in the daily management and supervision of a library division/section.or a small library/museum facility; supervise and maintain quality services within a divisional sub-function such as public services, cataloging, materials collection and budget, reference and circulation, and information technology.

Supervise, train and evaluate professional and paraprofessional staff; participate in the selection of staff; provide and/or coordinate staff training.

Recommend and implement improvements and modifications to work methods and procedures; plan for future features, needs and expansion of divisional service; recommend and assist in the implementation of goals and objectives.

Develop material resources in assigned subject areas using computer-generated reports, professional journals and bibliographies.

Provide complex reference service and instruction to library guests of all ages using print, media, and computer resources; and answer questions from the public in person, over the telephone, and electronic mail.

Research, write and administer grant proposals and assist in the implementation of divisional or system-wide grants.

Select and purchase materials for City libraries including selecting and ordering DVDs, music CDs, and books; select and review electronic databases, and act as liaison with vendors.

Monitor materials budget; make budget changes as needed and perform fiscal year end closing procedures using a computerized system.

Maintain library's bibliographic database; search, interpret and explain cataloging rules.

Apply knowledge of professional established principles and practices of cataloging.

Research, collect, display, preserve, and record materials of local history interest.

May restructure and update library web page and intranet site.

Assist the public in making most effective use of library facilities; ensure guests follow library policies and procedures.

Stay abreast of new trends and innovations in the field of library science and services.

Responsible for library operations in the absence of senior staff, including evenings and weekends; maintain order, quiet, and safety in the library as needed.

Attend Serra and other inter-jurisdictional library meetings.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of library services, organization, and procedures.

Technical services including acquisitions, cataloging and information technology.

Research techniques using print, automated library systems, databases and the Internet.

Principles and practices of supervision, training, and evaluation.

Materials selection, budgets and acquisition, collection development, and materials classification.

Integrated catalog and circulation systems.

Reference sources, cataloging rules, and Dewey decimal system.

Pertinent Federal, State and local laws, codes and regulations, and City Library policies.

Public relations and methods for promoting library services and programs.

Budgeting and needs assessments techniques, and statistical reporting and tracking techniques.

Computer equipment and software applications related to assignment, including database management.

Rules of English grammar and spelling.

Ability to:

Assist in the daily management of a major library division or function.

Interpret complex policies in developing procedures for library staff and the public.

Supervise, train, schedule, and evaluate subordinate staff, and conduct staff meetings.

Interpret and apply pertinent federal, state and local policies, procedures, laws, codes and regulations.

Research, analyze and organize data. Prioritize and coordinate several work activities; organize and maintain accurate work related records.

Use automated library systems, databases and Internet search tools.

Locate and evaluate sources of information on library materials and recommend purchases.

Read and interpret bibliographic standards, narrative and statistical data, information, and documents; search, evaluate, interpret and explain information.

Plan and organize programs and promote interest in library services.

Close branch ensuring public safety and proper closing of building.

Use initiative and sound independent judgment within established guidelines.

Deal with irate customers in an effective manner.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

See below.

Training:

- (1) Masters Degree in Library Science from a college or university accredited by the American Library Association, and three years of paid professional library experience, including one years of supervisory experience OR
- (2) Bachelor's degree in a social science discipline from an accredited college or university, supplemented by 27 semester or 40 quarter units of graduate library science education accredited by the American Library Association, and five years of paid professional library experience including one year of supervisory experience. Must be currently enrolled in an ALA accredited MLS program.
- (3) BA/BS and 4 years of paid professional library experience including 1 year of supervisory experience and current enrollment in an ALA credited MLS program with 60% coursework completed.
- (4) MA/MS in a subject and 4 years of paid professional experience in a library including 1 year of supervisory experience.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk, stand, or walk for long periods of time. Intermittently twist and reach office equipment, and bend and stoop to reach and grasp books and materials off shelves and extend arms above the shoulder to reach materials and supplies. Use telephone, write or use keyboard to communicate through written means; lift up to 20 lbs. and push a 50 lbs. cart. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. There is exposure to outside atmospheric conditions, when visiting outlying offices. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.